1

Previous references.

1914.

(E.A.Br.)

File No. 4 of 1914-5

Serial Nos. 1, 4

Later references.

CS 135-37-1

P

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1, 4

Part B. for

SUBJECT

General Rules of Office Procedure

G.O. no G. 5203-51/E.A.4-14 dated 23rd Nov^r 1914.

1. Prescribes certain General Rules of Office procedure in all offices from 1st January 1915.

4. G.O. No 6949/Med 104-14-2 dated 8th march 1905. stating that if the Senior Surgeons consider the present arrangement for safeguarding the treasure at the medical stores satisfactory, there is no need to alter them.

1 99/E

G. R. S. 58

GPB—4,000—1-7-11

M. Narayanaiah
8.1.15.

2

G.R.S. 11] 1914.

GENERAL AND REVENUE SECRETARIAT.

(E. A Br.)

NOTES.

File No. 4 of 1914-5.

FILE HEADING.

General Rules of Office Procedure

From

No. G.5203-5 Dated 23rd Nov 1914 Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—30,000—12-9-11

5

3

Efficiency Audit

Two Notes for orders by the Dewan:

I. Drafting general rules of office procedure

II. Compilation of a Record manual.

by the Efficiency Audit Branch.

Dewan).

Dewan 18/2

7697/18.2.14

Note. I

General Rules of Office Procedure :-

Permission may kindly be accorded to the Efficiency Audit Branch undertaking the work of preparing a set of general rules of procedure applicable to all public offices within the State.

2. The Rules will be confined to essentials only as in point of details peculiar to each office divergence is manifestly necessary.

3. The draft rules when ready will be submitted for general approval.

4. Afterwards select Heads of Departments & Deputy Commissioners may, if necessary, be consulted as to the suitability of the rules.

5. After further consideration Govt. may pass such orders as they deem fit in the matter.

6. Such essential & common rules as are proposed hereon seem necessary for increase of efficiency of work in the several offices and for facility of inspections.

Dewan

Dewan
18/2

The work may be taken in hand at once. dd
23.3.14

Shown to the Secy. The Manager will see me about this when the matter is with me.
Dewan
24/3

Secy. 24.3.14

5

Draft general rules & office procedure are here-with submitted for consideration.

As the rules are intended to be of general application, they avoid matters of detail, and touch only the most essential aspects of office management, wherein system and uniformity are desirable.

They have been mainly based on the General & Revenue Secretariat manual, with variations required by the simpler organisation of the smaller offices. In other cases, the source from which the proposed rule has been adopted has been indicated.

23 4 14

I am afraid the rules are far too elaborate. For big offices, they may be do after suitable revision but for small offices, the rules are liable to be viewed as far from simple. The Asst-Secs will kindly revise the draft rules once again. I will be prepared to go through rules written. with a view to save typing labour.

25/4

7 The rules have been revised and simplified.

HR
1.5.14

Lee 3)

4

Stamp taxes is still scope for curtailment. Non-essentials & minor matters may be cut out. Of the Bnt Secy has no objection, the rules may be drawn up — rather revised — on the model of the late Chief Comm's Notification on rules for taluk offices Ottawa.

9 The rules now drawn up and the revised ones may also be checked with the rules towers in force — Rev Note. and duly countermarked:

Dlee
6/5

10 Matters considered non essential have already been excised at the last revision but further curtailment will be undertaken if instructions are duly given

11 I have been unable to discover any Chief Comm's Notification covering the same ground as the proposed draft rules. There is only a circular regarding disposal of quasi-judicial Revenue work; but the scheme of arrangement in it seems

29/6.

II

unsuitable.

12 References have been
given in the margin of
the draft to the corresponding
rules of the Gen
Rev Lect Manual, which
as already stated, has been
largely laid under contri
bution.

WR 18/5/14

Lee 13

A tidy draft as revised may be put up. Small
details still occur here & there & possibly a
second revision may improve the text.

Dmw
21/5

WR 21/5/14

14

Fair draft is sorted.

Mw
28/5/14

Lee 15

WR
1.6.14

Two typed copies of the last draft
may be kindly caused to be put up.

Dmw
29/6

16

Sorted with two typed
copies.

Mw
2/7/14

WR
29/6/14

Lee 6/7/14

8

The Asst Secy with Khosla does not agree with this. I think we have taken the Dewan's permission to frame these rules. That paper does not seem to be in the file. The file may be disburdened by the removal of all drafts excepting the last revised one & its key copies.

Dwee
7/7

Manager — for necessary.
Bring up before the close of the day

Dwee
7/7

Submitted with the file containing Dewan's orders permitting the preparation of the Rules.

7/7/44

9

9 Mr R. Madhava Rao will kindly go through the typed draft and send it to me tomorrow after such revision as may be needed

Duello
10/7

10 Attended to & submitted
MM
11/7/14

11 On March last permission was obtained from the Diwan to prepare a set of General Rules of Office Procedure applicable to all public offices.

12 A draft was prepared by the Efficiency Audit Branch under the supervision of Mr N. Rama Rao himself.

13 I have revised the draft not less than once and it has also engaged the attention of Mr Nyapati Madhava Rao.

14 The Rules are suitable. Permission may kindly be accorded to obtain printed proofs of the same for submission to the Diwan for final orders.

Dmc
13/7

Diwan

206
13.7.14

15 Express

18.7.14 Rc

16 very sorry. S.S.S Dmc 18/7

MM
18/7

17 Copy of the Rules sent to Press

On 20/7/14
MM
20/7/14

Sorted with two proof copies of the Rules.

hmw
28/7/14

19. The marginal refers to the sections of the Scott Manual should be struck out

nee
23/7/14

20 They have been struck out in the fair Revised.

hmw
28/7/14

nee
25/7/14

21 Proof sent to Press on 25/7/14

hmw
25/7/14

22 Sorted with 6 copies of the Second proof.

hmw
28/7/14

23 Please see if there are any mistakes

nee
28/7

24 The proof has been Compared and found Correct.

hmw
29/7/14 25-100 copies may be ordered

nee
28/7

25 Proofs of the General Rules of Office Procedure approved by the Dewan have been received & are put up.

26 If the Dewan approves the draft may be circulated it is submitted for disposal & circular.

Dewan

6.40
4.8.14

27

8.8.14.

C.S
circulate
8/8

For disposal by Circulation. 12

No. C. 88.

11. 8. 1914.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Draft of General Rules of Office ..... .

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. N. Narasinga Rao.

11th August 1914. Offg. *Secretary to Government.*

Extraordinary Member of Council. Seen by the Extraordinary member 20/8

First Member of Council. opinion recorded by First member Dw. 15/V

Second Member of Council. Seen by the 2nd member Dw. 14/V

GPB—1,000—8-2-14

28 2nd 13

14/8

29

Seen. I presume that the rules which seem to be fragmentary are meant to be supplemented from time to time or before they are issued. They are good & suitable as far as they go.

17/8/14

30. Lee.

20.8.14.

14 57

G. R. S. 12]

General and Revenue Secretariat. | File No.

Serial No. 31

Please put up a brief draft G.o: & D.S.N.

Dwcr
21/8

Put up

21/8

23/8

Secretary)

A draft order & a draft Subsidiary Note are put up for consideration pro.

Dewan)

Dwcr
28/8

1140
28/8/14

NOTE—Contn. sheet.

GPB—10,000—13-6-14

15

Submitted to His Highness.

A large number of offices in the State possess no Office Manuals, and their method of work is regulated by practice, supplemented by a few Government orders containing instructions on specific points of procedure. But practice in such cases is not always reliable and the Government orders are too incomprehensive and too little known to afford much practical help.

2. The absence of an authoritative set of instructions on office procedure is thus a great want and in order to supply this, the accompanying rules have been prepared under my instructions in the Efficiency Audit Branch of the General and Revenue Secretariat.

Flag R.

3. The Extraordinary Member and the Second Member have no objection to these rules, while the First Member, in considering them good and suitable as far as they go, observes that they require to be supplemented.

Flag Q.

4. The rules are confined to essentials only and in point of details peculiar to each office, divergence is manifestly necessary and on such matters appropriate rules will be prescribed in the several Office Manuals. The rules submitted herewith may be approved.

M. Venkatarayya
14th Nov-1916

872

16

Record of Cases submitted for the Orders of His Highness the Maharaja

Subject.

Draft of General Rules of Office Procedure.

Order.

~~KRMS~~
17/11/14

Lovelock
18.11.14

Order
Copy sent to
Press for being printed
19/11/14

Do
Copy issued in Engl
Same 18/11
Issue as directed
18/11

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

Sent with the proof of the order to the Rules.

The Secretary directed orally that the order might issue in the General Branch under the Miscellaneous. The file may however be sent to Br V for giving the number and date of the order. The file however belongs to the G A Branch and so the G A file No. will be given to the order. Thus No G 5203-14. | G A 4-14.

Kmw
21/11/14

For V) File received back from Br V 21/11/14

Corrected proof sent to Press on 23/11/14

Kmw
23/11/14

1 G.O. No G 5203-57 dt 23/11/14
Prescribes certain Govt Rules of office procedure for adoption in all offices from 1-1-1915.

GPB—10,000—13-6-14

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

Submitted.

The order has issued and three copies have been sent to Heads of Depts and Dy Comrs.

Instructions are solicited on the following points:-

1) May the order be placed at the disposal of the Press?

2) May it be translated?

3) May it be published in the Mysore Gazette?

KMM
9/12/14

The rules may be published in the Gazette both in Kanarese and English. There will thus be no necessity to place them specially at the disposal of the Press - for news

Secretary) 10/12/14

Dr I do not think that any further action is necessary. The papers may be recorded carefully.

Dewey 12/12

KMM 12/12

NOTE—Contn. sheet.

GPB—10,000—13-6-14

G.R.S. 13.]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record]

The First Member of Council wishes to see the file ending with Go. no G 5203-51-E.A 4-14 dated 23rd Nov 14 regarding Rules of office Procedure -

Dr JJ
26.12.14.

S.

The Manager,
Efficiency Audit Branch

E.A-file 4-14 is herewith

29/12/14.

Seen. Thanks -

2/1/15

Sent 9/1/15

File sent to Record 9/1/15

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—25,000—23-7-12

12

20

Proceedings of the Government of His Highness the Maharaja of Mysore.

*****

Order No. ~~[illegible]~~ G.5203-57/E.A.4-14 dated 23.11.1914 ~~[illegible]~~ E.A.4-14

With a view to ensure some system and uniformity in the work of the several offices of the State, Government are pleased to issue the accompanying rules of Office Procedure and direct that they be brought into force in all offices with effect from the 1st January 1915.

They should be embodied in all Office Manuals, the latter being revised where necessary.

In case, however, there is already a complete system of work prescribed in any office and the head of the office desires to ~~continue the same~~ other than that for any special reasons, a separate report should be made to Government in the matter and their sanction obtained.

14.11.14

Offg. Secy. to Government,
Genl. & Rev. Depts.

To

The Heads of Departments.

The Deputy Commissioners of Districts.

GENERAL RULES OF OFFICE PROCEDURE.

CHAPTER I.

ORGANISATION AND DISCIPLINE.

Division into Branches.

1. Every office should, if possible, ~~consist of one or more~~ be specifically divided into definite sections or Branches of work.

Duties of the Head of each Branch.

2. The official in direct charge of the branch should be held responsible for its general efficiency. He must, among other matters, see that the clerks under him are fully employed; that cases are punctually and properly submitted; that the routine duties are carried out thoroughly and regularly; that the rooms of the branch are kept neat and tidy and that the files and papers are preserved in proper order.

Distribution of work.

3. The Head of every branch should, under the orders of the officer in charge of the office, maintain a record of the distribution of the work among the members of the clerical staff. Ordinarily the work of every clerk will be that allotted to him but he will be bound to undertake by working overtime, if necessary, in time of stress, any other work of the branch which may be assigned to him by the head of the branch or other competent authority.

Establishment list.

4. An up to date list should be maintained of the establishment; both clerical and menial of the office.

Each office may adjust its hours of work according to its convenience

Working hours.

5. ~~Except when an official is under rule 3 required to work overtime~~ Where no other specific hours of attendance are appointed with the sanction of Government, the ordinary office hours will be from 11 A.M. to 5 P.M.

Attendence.

6. An attendence register will be maintained either for the whole office or separately for each branch thereof.

Confidential nature of official information.

7. Official information should not be divulged or official documents copied for private or non-official use. Except with the permission of the Head of the Office, no official paper should be taken home.

Certificate.

8. No certificate shall be given to any member of the office establishment except under the signature of the Head of the office.

CHAPTER II.

ORDER OF BUSINESS.

Registers.

9. For the registration of papers received or sent out every office should maintain the following registers:—

(1) 'From' Registers (Registers of receipts).

(2) 'To' Registers (Registers of letters issued).

(3) Peon Book (Register of covers delivered by messenger).

(4) Tappal Book.

10. On every paper received the chief ministerial officer or Head of the branch shall note with his initials, the number of days within which it should be submitted, duly referenced, for orders. For proper reasons an extension of the time first prescribed may be granted in writing.

Marking nature of papers.

11. (i) In order to regulate the proper treatment of papers, the following classification should be made:—

1. Important.
2. Urgent.
3. Immediate.
4. Confidential.

(ii) Papers requiring the attention without delay of the persons to whom they are addressed whether at the office or at their private residence should be marked "Urgent." Those requiring instant attention should be marked "Immediate" and placed at once in the hands of the persons to whom they are addressed whether by night or by day.

(iii) Papers requiring more than the usual personal attention of the ordinary authority should be marked "Important."

(iv) The marking should be made either by the Head of the office, his office assistant if any, or Chief Ministerial officer.

Confidential papers.

12. (i) When any paper is marked "Confidential" the Head of the office or other officer so marking it shall indicate by whom it shall be dealt with and the official so indicated shall be held responsible for the maintenance of secrecy.

(ii) The entries of confidential papers in the office registers should be made from slips furnished by the Chief Ministerial officer or Head of the Branch who deals with the papers and should be very general, sufficient merely to admit of the papers being traced.

(iii) Confidential papers must be kept under the personal custody of the Chief Ministerial officer or the Head of the branch until orders are obtained for their transfer to the Record Room.

(iv) When confidential papers are sent out of the office, they should be put in double covers, the inner one being sealed and marked confidential and superscribed only with the name of the addressee and the outer one bearing the usual official address.

Despatch.

13. Papers must be despatched on the day they are signed or the ~~next~~ day. Abnormal delay in the issue of leters must always be reported to the Head of the office by the Chief Ministerial officer whose duty it shall be to check the despatch register once a month.

Pending papers with clerks.

14. Every clerk shall prepare once a month a list of references pending with him classified under the following heads:—

(1) Pending for less than a week.

(2) Pending for more than a week but less than a month.

(3) Pending for more than a month but less than two months.

(4) Pending for more than two months.

Reasons for delay and the fact whether extension of time has been obtained should be stated wherever necessary.

Unanswered references lists.

15. It shall be the duty of the Heads of Branches or in the case of small offices, the Chief Ministerial officer, to collate these individual statements and prepare a consolidated statement for the whole branch or office and submit the same not later than the 5th of the month succeeding the one to which it relates.

Unanswered reference lists from from subordinate offices.

16. Similar lists in subordinate offices, if any, should be called for and scrutinized before the 15th of the succeeding month and all cases of unusual or unnecessary delay should be promptly and suitably noticed.

Reports and returns.

17. A list of the reports and returns due from the office should be maintained.

Standing Orders.

18. A complete list of the standing orders of Government relating to the work of the office and of the Manual of instructions issued by the Administrative Department to which it is subordinate should be maintained in every office. It should be revised and kept up to date with a table of contents and index for facility of reference.

CHAPTER III.

Library.

19. All books and periodicals belonging to the Library of each office should be placed under the charge of the Head Clerk or some one responsible official and kept where practicable in a separate room.

20. A catalogue of the office library will be prepared and revised from time to time

21. No book should be lent to strangers without the permission of the Head of the office.

22. A receipt must be taken from any person removing a book, to be returned to him or cancelled when the book is returned.

Duties of Librarian.

23. The duties of the Librarian shall be :—

(1) To take charge of all books and publications made over to him ;

(2) To maintain the library catalogue up to date by entering therein all receipts immediately ;

(3) To correctly label all receipts and deposit them in their appropriate places ;

(4) To keep series of serial publications in a separate file till they are complete for being bound and to take orders for binding collections ;

(5) To insert correction slips in volumes of enactments, rules, etc ;

(6) To report loss or injury and to promptly obtain orders about replacement or repair;

25

(7) to submit monthly reports of books removed and not returned;

(8) to maintain a register of books and publications received.

Responsibility.

24. Every officer upon receiving charge of an office to which a library is attached must satisfy himself as to the state of the Library. Unless he then reports that the books are out of order it will be assumed that he received the library in good order and he will be held thenceforward personally responsible for any defect.

CHAPTER IV.

CASH, PAY BILLS, ETC.

Cash transaction.

25. An official of sufficient status should look after the cash transaction in each office and should maintain the following registers:—

(1) Cash book for entering daily receipts and expenditure of all kinds.

(2) General Ledger or classified abstract of the monthly totals of the cash book.

(3) Contingent register.

(4) Order book for contingent charges.

(5) Acquittance roll.

Acquittance Roll.

26. The acquittance roll is a record of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. It should be drawn after approval of the pay bills.

Scrutiny of Acquittance Roll.

27. The acquittance roll should be examined every month by the Head of the office or other officer deputed by him for the purpose; who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the cash book.

Custody of cash.

28. Office funds must be deposited at the close of each day in the cash chest the key of which should be kept by the official entrusted with and held responsible for cash transactions. He shall be forbidden to keep office funds in his personal possession or mixed up with private money.

Guarding cash.

29. When other arrangements for safe guarding treasure do not exist, one of the servants must sleep at night in or near the room where the cash is kept and when the amount in the cash chest exceeds Rs. 500 two men should be deputed for this duty.

Furniture list.

30. A register should be maintained in each office showing the articles of furniture together with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, the fact should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Head of the office.

Stationery register and indents.

31. A register of articles of stationery received and issued should also be kept in every office. The stationery register should be submitted monthly for the inspection of the officer in charge and verified by stock taking once a year.

Custody of stationery.

32. The stock of stationery and forms in each office should be under the charge of the Chief Ministerial officer or some clerk deputed by him. Supplies should be issued to the various clerks on monthly indents made by them in a general indent book in which their acknowledgment should in each case be obtained.

18
26 File no 4 of 14-15
Serial no 1.

Proceedings of the Government of His Highness the Maharaja of Mysore.

No. G. 5203-51—E. A. 4-14, DATED BANGALORE, 23RD NOVEMBER 1914.

ORDER.—With a view to ensure some system and uniformity in the work of the several offices of the State, Government are pleased to issue the accompanying Rules of Office Procedure and direct that they be brought into force in all offices with effect from the 1st January 1915.

They should be embodied in all Office Manuals, the latter being revised where necessary.

In case, however, there is already a complete system of work prescribed in any office and the head of the office desires to adhere thereto for any special reasons, a separate report should be made to Government in the matter and their sanction obtained.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R.

3. Immediate.

4. Confidential.

(ii) Papers requiring the attention without delay of the persons to whom they are addressed whether at the office or at their private residence should be marked "Urgent." Those requiring instant attention should be marked "Immediate" and placed at once in the hands of the persons to whom they are addressed whether by night or by day.

(iii) Papers requiring more than the usual personal attention of the ordinary authority should be marked "Important."

(iv) The marking should be made either by the Head of the Office, his office assistant, if any, or chief ministerial officer.

Confidential papers.

12. (i) When any paper is marked "Confidential" the Head of the Office or other officer so marking it shall indicate by whom it shall be dealt with and the official so indicated shall be held responsible for the maintenance of secrecy.

(ii) The entries of confidential papers in the office registers should be made from slips furnished by the chief ministerial officer or head of the branch who deals with the papers and should be very general, sufficient merely to admit of the papers being traced.

(iii) Confidential papers must be kept in the personal custody of the chief ministerial officer or the head of the branch until orders are obtained for their transfer to the Record Room.

(iv) When confidential papers are sent out of the office, they should be put in double covers, the inner one being sealed and marked confidential and superscribed only with the name of the addressee and the outer one bearing the usual official address.

Despatch.

13. Papers must be despatched on the day they are signed or the following day. Abnormal delay in the issue of letters must always be reported to the Head of the Office by the chief ministerial officer whose duty it shall be to check the despatch register once a month.

Pending papers with clerks.

14. Every clerk shall prepare once a month a list of references pending with him classified under the following heads:—

(1) Pending for less than a week.

(2) Pending for more than a week but less than a month.

(3) Pending for more than a month but less than two months.

(4) Pending for more than two months.

Reasons for delay and the fact whether extension of time has been obtained should be stated wherever necessary.

Unanswered reference lists.

15. It shall be the duty of the heads of branches or in the case of small offices, the chief ministerial officer, to collate these individual statements and prepare a consolidated statement for the whole branch or office and submit the same not later than the 5th of the month succeeding the one to which it relates.

Unanswered reference lists from subordinate offices.

16. Similar lists in subordinate offices, if any, should be called for and scrutinized before the 15th of the succeeding month and all cases of unusual or unnecessary delay should be promptly and suitably noticed.

GENERAL RULES OF OFFICE PROCEDURE.

CHAPTER I.

Organisation and Discipline.

Division into branches.

1. The work of every office should, if possible, be specifically divided into definite sections or branches.

Duties of the head of each branch.

2. The official in direct charge of the branch should be held responsible for its general efficiency. He must, among other matters, see that the clerks under him are fully employed; that cases are punctually and properly submitted; that the routine duties are carried out thoroughly and regularly; that the rooms of the branch are kept neat and tidy and that the files and papers are preserved in proper order.

Distribution of work.

3. The head of every branch should, under the orders of the officer in charge of the office, maintain a record of the distribution of the work among the members of the clerical staff. Ordinarily the work of every clerk will be that allotted to him but he will be bound to undertake by working overtime, if necessary in time of stress, any other work of the branch which may be assigned to him by the head of the branch or other competent authority.

Establishment list.

4. An up-to-date list should be maintained of the establishment, both clerical and menial of the office.

Working hours.

5. Each office may appoint its hours of work according to its convenience. Where no other specific hours of attendance are appointed with the sanction of Government, the ordinary office hours will be from 11 A.M. to 5 P.M.

Attendance.

6. An attendance register will be maintained either for the whole office or separately for each branch thereof.

Confidential nature of official information.

7. Official information should not be divulged or official documents copied for private or non-official use. Except with the permission of the Head of the Office, no official paper should be taken home.

Certificate.

8. No certificate shall be given to any member of the office establishment except under the signature of the Head of the Office.

CHAPTER II.

Order of Business.

Registers.

9. For the registration of papers received or sent out every office should maintain the following registers:—

(1) 'From' Registers (Registers of receipts).

(2) 'To' Registers (Registers of letters issued).

(3) Peon Book (Register of covers delivered by messenger).

(4) Tappal Book.

10. On every paper received the chief ministerial officer or head of the branch shall note with his initials, the number of days within which it should be submitted, duly referenced, for orders. For proper reasons an extension of the time first prescribed may be granted in writing.

Marking nature of papers.

11. (i) In order to regulate the proper treatment of papers, the following classification should be made of all papers other than the ordinary or routine:—

1. Important.

2. Urgent.

Reports and returns.

17. A list of the reports and returns due from the office should be maintained.

Standing orders.

18. A complete list of the standing orders of Government relating to the work of the office and of the Manual of instructions issued by the Administrative Department to which it is subordinate should be maintained in every office. It should be revised and kept up to date with a table of contents and index for facility of reference.

CHAPTER III.

Library

19. All books and periodicals belonging to the Library of each office should be placed under the charge of the Head Clerk or some one responsible official and kept where practicable in a separate room.

20. A catalogue of the office library will be prepared and revised from time to time.

21. No book should be lent to strangers without the permission of the Head of the Office.

22. A receipt must be taken from any person removing a book, to be returned to him or cancelled when the book is returned.

Duties of Librarian.

23. The duties of the Librarian shall be :—

(1) to take charge of all books and publications made over to him ;

(2) to maintain the library catalogue up to date by entering therein all receipts immediately ;

(3) to correctly label all receipts and deposit them in their appropriate places ;

(4) to keep series of serial publications in a separate file till they are complete for being bound and to take orders for binding collections ;

(5) to insert correction slips in volumes of enactments, rules, etc ;

(6) to report loss or injury and to promptly obtain orders about replacement or repair;

(7) to submit monthly reports of books removed and not returned;

(8) to maintain a register of books and publications received ;

Responsibility.

24. Every officer upon receiving charge of an office to which a library is attached must satisfy himself as to the state of the Library. Unless he then reports that the books are out of order it will be assumed that he received the library in good order and he will be held thenceforward personally responsible for any defect.

CHAPTER IV.

Cash, Pay Bills, etc.

Cash transaction.

25. An official of sufficient status should look after the cash transactions in each office and should maintain the following registers :—

(1) Cash book for entering daily receipts and expenditure of all kinds.

(2) General ledger or classified abstract of the monthly totals of the cash book.

(3) Contingent register.

(4) Order book for contingent charges.

(5) Acquittance roll.

Acquittance roll.

26. The acquittance roll is a record of salaries and allowances disbursed to the establishment and of the receipts taken from the payees in acknowledgment. It should be drawn after approval of the pay bills.

Scrutiny of acquittance roll.

27. The acquittance roll should be examined every month by the Head of the Office or other officer deputed by him for the purpose who should satisfy himself that proper receipts have been taken for all sums disbursed and that the bills and payments have been posted in the cash book.

Custody of cash.

28. Office funds must be deposited at the close of each day in the cash chest the key of which should be kept by the official entrusted with and held responsible for cash transactions. He shall be forbidden to keep office funds in his personal possession or mixed up with private money.

Guarding cash.

29. When other arrangements for safe guarding treasure do not exist, one of the servants must sleep at night in or near the room where the cash is kept and when the amount in the cash chest exceeds Rs. 500 two men should be deputed for this duty.

Furniture list.

30. A register should be maintained in each office showing the articles of furniture together with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, the fact should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Head of the Office.

Stationery register and indents.

31. A register of articles of stationery recieved and issued should also be kept in every office. The stationery register should be submitted monthly for the inspection of the officer in charge and verified by stock-taking once a year.

Custody of stationery.

32. The stock of stationery and forms in each office should be under the charge of the chief ministerial officer or some clerk deputed by him. Supplies should be issued to the various clerks on monthly indents made by them in a general indent book in which their acknowledgment should in each case be obtained.

31

1914-15

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

PROCEEDINGS

Dated 23rd November 1914

No. G. 5203-51
E. A. 4-14

Prescribes certain General Rules of office procedure for adoption in all offices from 1st January 1915.

GPB—27-11 14—500

D no. 346/15-16
7-3-15

File no 4

Filed no 4-14
sl 4 32

GPB—2,000—6-1-15

G.R.S. 31]

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.
GENERAL AND REVENUE SECRETARIAT.

No. 6949
med 104-14-2

Dated Bangalore,.....191
8th March 15

FROM

D. M. NARASINGA RAO, ESQ., B.A., B.L.,
Offg. Secretary to the Government of H. H. the Maharaja of Mysore,
General and Revenue Departments.

To

Rao Bahadur T. V. Arumugham Mudaliar Esq., M.B.C.M.,
Senior Surgeon in Mysore.

SIR,

With reference to your letter No G 301 dated the 25th January 1915 requesting that under the circumstances reported, the office of the Government Medical Stores may be exempted from the operation of rule 29 of the rules issued with G. O. No: 5203-51 E.A. 4-14 dated the 23rd November 1914, I am directed to state that, if you consider the present arrangements for safeguarding the treasure at the Medical stores satisfactory, there is no need to alter them.

I have the honour to be,
Sir,
your most obedient servant

Srinivasa Rao
Offg. Secretary to Government.

Copy to E. A. Branch for information.